

Social Worker I (Information and Assistance Specialist)

Aging and Disability Resource Center of Southwest Wisconsin

1 Full-Time Position (regularly scheduled 40 hours per week) and
1 Regular Part-Time Position (regularly scheduled 32 hours per week)

The purpose of these positions are to provide the general public, but particularly adults who are elderly or disabled, with information and referral to a wide range of community resources; help inform and educate people about their options; assist in connecting them to programs, services and public benefits as well as to be an advocate for them if needed; and to provide access to and determine eligibility for the Waiver programs and available Managed Care Programs. These positions work under Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.).

MINIMUM QUALIFICATIONS: Bachelor's degree from four-year college or university in social work, psychology or related field; one year of experience working with one of the target populations as a social worker; experience in computer applications with data input using spreadsheets and databases. Must have a valid driver's license along with access to an insured motor vehicle, complete the Long Term Care Functional Screen certification program within 30 days of hire, and complete the AIRS certification within the timeframes established by the AIRS Accreditation Board and the State of Wisconsin. Equivalent combinations of job related education and experience may be considered.

A [Grant County application for employment](http://www.co.grant.wi.gov) and job description may be obtained at www.co.grant.wi.gov or the Grant County Personnel Department (608-723-2540). **Letter of interest, resume, and application must be on file, completely filled in, no later than 4:00 p.m. on June 16, 2009 at:**

Grant County Personnel
111 S. Jefferson St.
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

Please note:

These positions include health insurance benefits of which the employee's share of premium is prorated. For a 40 hour per week position, the employee pays 5% of a single plan or 15% of a family plan. For a 32 hour per week position, the employee pays 24% of a single plan or 32% of a family plan.

In addition, the County offers other benefits including:

- Employer paid Wisconsin Retirement Fund
- Pre-tax flexible spending accounts
- Employer paid Life and AD&D Insurance
- Employer paid Long Term Disability Plan
- 8 1/2 paid Holidays per year
- 10 to 25 paid Vacation days per year
- 3 paid Discretionary days per year
- Paid Sick days (accumulate one day per month)

GRANT COUNTY JOB DESCRIPTION

TITLE: Social Worker I (Information & Assistance Specialist)

DEPARTMENT/ AGENCY: Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.)

IMMEDIATE SUPERVISOR: Grant County A.D.R.C. Director, A.D.R.C. Lead

PAY RANGE: 2 (AFSCME Professional Union 3377-A)

FLSA: Non-exempt

NATURE OF WORK

The purpose of this position is to provide the general public, but particularly adults who are elderly or disabled, with information and referral to a wide range of community resources; help inform and educate people about their options; assist in connecting them to programs, services and public benefits as well as to be an advocate for them if needed; and to provide access to and determine eligibility for the Waiver programs and available Managed Care Programs. This position works under Aging and Disability Resource Center of Southwest Wisconsin (A.D.R.C.).

MINIMUM QUALIFICATIONS

Education:

- Bachelor's degree from four-year college or university in social work, psychology or related field

Experience:

- One year of experience working with one of the target populations as a social worker
- Experience in computer applications with data input using spreadsheets and databases

Note:

- Must have a valid driver's license along with access to an insured motor vehicle
- Must complete the Long Term Care Functional Screen certification program within 30 days of hire
- Must complete the AIRS certification within the timeframes established by the AIRS Accreditation Board and the State of Wisconsin
- Equivalent combinations of job related education and experience may be considered.

Knowledge, Skills and Abilities:

- Knowledge regarding the service delivery system, the needs of the recipient group/groups to be served, and the resources available or needing to be developed
- Knowledge of personal computers and computer software applications
- Knowledge of long-term care resources
- Skill in case assessment, planning and management
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret graphs, tables, maps, spreadsheets, and other statistical program application forms

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

Follow established policies, procedures and quality standards to provide information, referral and assistance to persons contacting the Resource Center:

- Use telephone skills and interviewing techniques, such as active listening, to communicate by phone, in person and in writing
- Gather sufficient information to accurately assess consumers' problems and needs
- Use Beacon or similar Information & Referral resource database, as well as other written and computer-based information resources to identify, evaluate and select potential programs and services
- Research additional or alternative resources, as needed
- Provide information about programs, services and public benefits, make referrals and, when needed, help consumer get connected to appropriate services
- Provide follow up and/or short term case management, as needed, to determine outcomes and provide additional assistance in locating resources and arranging services
- Gather and document information about callers for local recordkeeping and analysis, required state reports and quality reviews

Follow established policies, procedures and quality standards to provide options counseling to help inform and educate consumers about their options for long-term care and services:

- Accept Pre-Admission Consultations (PAC) referrals from CBRF's and identify other consumers in need of options counseling
- Make arrangements for face-to-face contact with consumers, and if desired, their family members
- Provide information and help consumers identify their current and future needs
- Evaluate resources, including private resources
- Consider various options for care and services
- Gather information and complete required recordkeeping and reporting in a timely manner

Follow established policies, procedures and quality standards to provide access to Waivers/Managed Care Programs, determine functional eligibility and place those eligible on current wait lists:

- Provide information about the Waivers/Managed Care programs and assist consumers throughout the eligibility process
- Administer the Long Term Care Functional Screen to determine functional eligibility
- Collect preliminary financial data and refer to Economic Support Unit for financial eligibility determination
- Place consumers who are functionally eligible and appear to be financially eligible on the appropriate wait lists, if necessary, and connect with any services appropriate in the meantime
- Complete required recordkeeping and reporting in a timely manner

Other Duties as Required or Assigned:

- Participate in various transition activities designed to help youth who are disabled transition from school to the adult service system
- Participate in marketing and outreach activities
- Participate in program development activities
- Participate in Quality Assurance/Quality Improvement projects and activities
- Participate in staff meetings and training activities
- Arrange work schedule as necessary or directed to meet the program and consumer service needs
- Represent Grant County A.D.R.C. to the community at large through professional interaction, clinical consultation, public speaking, media presentations, and participation in community advisory groups as requested
- Comply with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards
- Participate in ongoing training, maintaining contemporary knowledge to ensure compliance with federal and state regulations

- Maintain the confidentiality
- Other duties as assigned

SUPERVISION RECEIVED

Supervised by the Grant County A.D.R.C. and the A.D.R.C. Lead

SUPERVISION EXERCISED

This job has no supervisory responsibilities

PHYSICAL AND ENVIRONMENTAL FACTORS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.

CLOSING STATEMENT

This position description have been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed, it is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under supervision. Grant County retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgments, to be proper.

Grant County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

6/2/09